

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal.	
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel (Only check for on-site inspection services)	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 4 (four) paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by Monday May 1, 2006 at 12:00 pm (noon). Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as

possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.

The scope of services is attached to this solicitation.

Michigan Department of Transportation

SCOPE OF SERVICES FOR DESIGN SERVICES

PROJECT LOCATION: I-475 from the North end of the barrier wall (approximately ½ Mile West of Detroit Street) to I-75, Genesee County

CONTROL SECTION, JOB NUMBER: C.S. 25132 – JN 87256C

DESCRIPTION OF WORK: This project's construction work will consist of complete pavement reconstruction on the northbound and southbound roadways. The Vendor's duties shall consist of design services stated herein related to the development of plans, specifications and estimates for the construction work that will include, but will not be limited to the following:

Pavement section removal/replacement; ramp reconstruction along mainline with length and width modifications; guardrail; pier and column filler walls; culvert replacements; ditch modifications as needed; replacement of ROW fence; maintenance of traffic during construction (using detours, staging, temporary signing, signals & pavement markings); slope restoration; permanent traffic control (pavement markings and permanent signing); and necessary permit applications and drawings.

I Primary Prequalification Classification:

Roadway Rehabilitation and Rural Freeways

II Secondary Prequalification Classification:

Road Design Surveys
Geotechnical Engineering Services
Hydraulics
Maintaining Traffic Plans and Provisions
Pavement Marking Plans
Permanent Freeway Traffic Signing Plans

DBE Requirement: 10%

The anticipated start date of the service is June 1, 2006.

The anticipated completion date for the service is July 16, 2007

I. SCOPE OF VENDOR DUTIES

Complete the design of this project including, but not limited to the following:

- A. Perform additional survey pick-up and soil borings, as required.
- B. Perform a drainage study and related design.
- C. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- D. Compute and verify all plan quantities. Quantities shall be broken down and listed on the plans for each direction (northbound and southbound).
- E. Prepare staging plans and special provisions for maintaining traffic during construction.
- F. Prepare pavement marking plans and special provisions.
- G. Prepare permanent signing plans and special provisions for freeway sign relocations, if required.
- H. Provide solutions to any unique problems that may arise during the design of this project.
- I. The Vendor may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.

II. PROJECT LOCATION

The project is located on I-475, from the North end of the barrier wall (approximately ½ mile West of Detroit Street) to I-75 in Mt. Morris Township in Genesee County. The project length is 2.3 miles.

III. PROJECT DESCRIPTION

This project's construction work will consist of complete pavement rehabilitation/reconstruction on the northbound and southbound roadways as determined by life cycle cost analysis. The Vendor's duties shall consist of design services stated herein related to the development of plans, specifications and estimates for the construction work that will include, but will not be limited to the following:

Pavement section removal/replacement; ramp reconstruction along mainline with length and width modifications; guardrail; pier and column filler walls; culvert replacements; ditch modifications as needed; replacement of ROW fence; maintenance of traffic during construction (using detours, staging, temporary signing, signals & pavement markings); slope restoration; permanent traffic control (pavement markings and relocating permanent signing if required); and necessary permit applications and drawings.

The maintenance of traffic scheme for this project will be the closure of one direction of I-475, from the Saginaw Street Interchange North, while that direction of traffic is detoured on I-75 and I-69. Additional shoulder and single lane closures may be required at the Clio Road Interchange Ramps.

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

Vendor is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Vendor shall comply with all MDOT CADD standards and file naming conventions.

IV. PROJECT CONSTRUCTION COST

A. The estimated cost of construction is:

1.	Safety Related Work	\$ 200,000
2.	Base, Surface and Shoulder	\$8,000,000

3.	Non-Motorized	\$ 0
4.	Geometric Improvements	\$ 100,000
5.	Improve Alignment (Vertical/Horizontal)	\$ 250,000
6.	Bridge Repair	\$ 0
7.	Drainage Adjustment and Improvement	\$1,000,000
8.	Joint Repair and Pavement Patching	\$ 0
9.	Detours and Maintaining Traffic	\$1,250,000
10.	Permanent Pavement Markings/Signs/Signals	\$ 250,000
11.	Miscellaneous	<u>\$1,343,000</u>
	CONSTRUCTION TOTAL	\$12,393,000

B. The estimated cost of real estate is: \$0

The above construction total is the amount of funding programmed for this project. The Vendor is expected to design the project within the programmed amount.

If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Vendor will be required to submit a letter justifying the changes in the construction cost estimate.

V. PROJECT SCHEDULE

The Vendor shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Vendor's Monthly Progress Reports.

<u>Target Date</u>	<u>Task #</u>	<u>Description</u>
9-14-06	3130	Verify Design Scope of Work and Cost
11-28-06	3350	Conduct Hydraulics Survey
10-26-06	3360	Prepare Base Plans
10-26-06	3390	Develop the Maintaining Traffic Concepts
2-28-07	3522	Conduct Hydraulic/Hydrologic Analysis for Storm Water Conveyance
2-28-07	3540	Develop the Maintaining Traffic Plan
2-28-07	3552	Develop Preliminary Permanent Pavement Marking Plan
2-28-07	3580	Develop Preliminary Plans
3-01-07		Submit Preliminary Plans
3-28-07	3590	Review Preliminary Plans (Hold The Plan Review Meeting)
6-12-07	3822	Complete Permanent Pavement Marking Plan
6-13-07	3830	Complete the Maintaining Traffic Plan
6-13-07	3840	Develop Final Plans and Specifications

6-13-07		Submit Final Plan/Proposal Package to MDOT for final review
7-3-07	3870	Hold Omissions/Errors Check (OEC) Meeting
7-3-07		Omissions/Errors Check (OEC) Meeting (approximate date)
7-16-07		Vendor's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
7-16-07		Final Deliverables to MDOT

VI. PAYMENT SCHEDULE

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

VII. MONTHLY PROGRESS REPORT

On the first of each month, the Vendor Project Manager shall submit a monthly project progress report to **Gregg Brunner**, Project Manager. The monthly progress report shall follow the guidelines in Attachment B.

VIII. FORMAT

The Vendor shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual.

It is the vendor's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the vendor for correction at the vendor's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in each full size (24" x 36") and half size (11" x 17")

formats. A full size title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

The project will require a ratio (scale) of 1":100'.

Other plan sheets that are required for this project shall be completed by the Vendor. These include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Vendor shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet.
- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for major intersections, ramp gores and critical areas.
- G. Paving details.
- H. Pavement marking plan(s).
- I. Culvert detail sheet(s).
- J. Vicinity and drainage map sheet.
- K. Alignment sheet.
- L. Witness and benchmark sheet(s).
- M. Soil boring log sheet(s).

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

All plans, specifications, and other project related items are subject to review and approval by MDOT.

IX. UTILITIES

The Vendor shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Vendor shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Vendor shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Vendor shall assist in the review of utility permit requests to ensure compatibility with the project.

X. TRAFFIC CONTROL AND MDOT PERMITS

The Vendor shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services.

The Vendor shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Andy Philp, Bay Region Real Estate, at (989) 754-0878 x 230 and Keith Brown, Davison TSC Utilities and Permits, at (810) 658-4029 x 315.

XI. PRE-QUALIFICATION AND SUBCONTRACTING OF CONTRACT WORK

Any task(s) for which the Primary Vendor is not prequalified must be completed by a Subcontracted Vendor that is prequalified for that task(s). Any questions regarding prequalification should be directed to Phil Brooks, Prequalification Manager, at (517)335-2514.

The Department's prequalification is not a guarantee or warranty of the Subcontracted Vendor's ability to perform or complete the work. The Primary Vendor remains fully responsible to the Department for completion of the work according to the authorization as if no portion of it had been subcontracted.

All Subcontract Vendor communications with the Department shall be through the Primary Vendor to the MDOT Project Manager. This requirement may be waived if a written communication plan is approved by the MDOT Project Manager.

The Department may direct the immediate removal of any Subcontracted Vendor working in violation of this subsection. Any costs or damages incurred are assumed by the Primary Vendor by acceptance of the authorization. It is further understood that the Primary Vendor's responsibilities in the performance of the contract, in case of an approved subcontract, are the same as if the Primary Vendor had conducted the work with their own organization.

XII. VENDOR RESPONSIBILITIES (GENERAL)

- A. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Vendor shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
- B. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- C. **P/PMS TASK 3360 - PREPARE BASE PLANS**
See Combined Manual Attachment C for details.
- D. **P/PMS TASK 3380 - REVIEW BASE PLANS**
See Combined Manual Attachment C for details.
- E. **P/PMS TASK 3390 - DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS**
See Combined Manual Attachment C for details.
- F. Perform storm sewer design calculations, including appropriate outlets and energy dissipation if necessary, as outlined in the MDOT Drainage Manual. Detention may be required. Detention pond design must meet, but is not limited to, local agency storm water regulations and Michigan Department of Environmental Quality water quality permit requirements. Submit all design calculations, drainage maps, and proposed profiles to the MDOT Project Manager for review prior to the Plan Review.

- G. The Vendor shall identify the locations of any water main and/or sanitary sewer on the project.
- H. If watermain and/or sanitary sewers are present within the project limits, the VENDOR shall evaluate the necessity for the relocation of water mains and sanitary sewers, in accordance with Design Division's Informational Memorandum #441B and #402R dated April 13, 1992. The VENDOR shall submit a report to Steven J. Urda, Design Engineer - Municipal Utilities, Design Division for review and concurrence. A copy of the report shall be sent to the Project Manager. **If relocation is necessary and watermain and/or sanitary sewer work is not part of the Scope Of Work, contact the MDOT Project Manager immediately.**
- I. **P/PMS TASK 3510 - PERFORM ROADWAY GEOTECHNICAL INVESTIGATION**

Perform the needed soils surveys, soils boring and geotechnical investigation that will be needed to develop the construction plans and quantities. Also perform the analysis of this data. See Combined Manual Attachment C for details.

MAINTAINING TRAFFIC DETAILS:

This includes providing a Lighted Arrow Panel, appropriate Warning Signs and Flaggers when needed. All work must be completed on weekdays between the hours of 9:00 a.m. and 3:30 p.m.

CORING FREQUENCY:

No less than 1 core every quarter (1/4) mile staggered between the northbound and southbound lanes of I-475. Total - approximately 10 cores. If there are 3 foot bituminous shoulders in this section, core every third mainline core location with an additional shoulder core (no hand auger boring required)

Approximately 10 total cores evenly spaced throughout the project limits in all lanes including turn lanes.

Where granular soils are encountered, samples should be obtained and tested to determine whether the soil meets requirements for granular material class II or III per the 1996 Standard Specifications for Construction. Samples should be taken at every core location. Results should be summarized on the core/boring log with the description of the soil layer tested.

BORING FREQUENCY AND DEPTH:

Soil borings shall be taken at every core location. All borings shall be drilled to a depth of five (5) feet. To minimize utility concerns, the use of a hand auger is recommended

- J. **P/PMS TASK 3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN**
See Combined Manual Attachment C for details.
- K. **P/PMS TASK 3552 - DEVELOP PRELIMINARY PERMANENT PAVEMENT MARKING PLAN**
See Combined Manual Attachment C for details.
- L. **P/PMS TASK 3554 - DEVELOP PRELIMINARY FREEWAY SIGNING PLAN**
See Combined Manual Attachment C for details.
- M. **P/PMS TASK 3580 - DEVELOP PRELIMINARY PLANS**
See Combined Manual Attachment C for details.
- N. **P/PMS TASK 3590 - REVIEW PRELIMINARY PLANS (THE PLAN REVIEW)**
See Combined Manual Attachment C for details.
- O. **P/PMS TASK 3670 - DEVELOP MUNICIPAL UTILITY PLANS**
See Combined Manual Attachment C for details.
- P. **P/PMS TASK 3822 - COMPLETE PERMANENT PAVEMENT MARKING PLAN**
See Combined Manual Attachment C for details.
- Q. **P/PMS TASK 3824 - COMPLETE FREEWAY SIGNING PLAN**
See Combined Manual Attachment C for details.
- R. **P/PMS TASK 3830 - COMPLETE THE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN**
See Combined Manual Attachment C for details.
- S. **P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS**
See Combined Manual Attachment C for details.
- T. **P/PMS TASK 3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING**
The interval for plotting cross-sections and developing the grade book shall be 100 feet.
The intervals for critical areas shall be 50 feet.
See Combined Manual Attachment C for details.
- U. **P/PMS TASK 5010 - CONSTRUCTION PHASE ENGINEERING AND ASSISTANCE**
The Vendor may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.

See Combined Manual Attachment C for details.

- V. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- W. The Vendor shall be required to prepare and submit a CPM network for the construction of this project. See Attachment ?? for details
- X. The Vendor representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Vendor shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Base Plan Review Meeting (if meeting necessary) and The Plan Review Meeting.
- Y. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- Z. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (ie. county drain commission) and related mitigation. MDOT will submit permit requests.
- AA. Attend any project-related meetings as directed by the MDOT Project Manager.
- BB. The Vendor shall assist in the review of driveway and utility permit requests, incorporate the information in the design plans and respond within 2 weeks from receipt of the permit.
- CC. The MDOT Project Manager shall be the official MDOT contact person for the Vendor **and shall be made aware of all communications regarding this project.** The Vendor must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- DD. The Vendor shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

XIII. MDOT RESPONSIBILITIES (GENERAL)

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. The Plan Review

3. Utility Meetings.
 4. Quantity summary sheets and final item cost estimates.
 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
 - C. Furnish prints of an example of a similar project and old plans of the area, if available.
 - D. Supply information on existing pavement structure as necessary.
 - E. Furnish road design survey.
 - F. Coordinate any necessary utility relocations.
 - G. Furnish pavement core information (Vendor shall place information on plan sheets).
 - H. Furnish soil boring information as necessary (Vendor shall place information on plan sheets).
 - I. Pavement design shall be provided upon completion of Life Cycle Cost Analysis.
 - J. Furnish diskette of file and instructions for the MDOT Stand Alone Estimator's Worksheet(SAEW).

XIV. VENDOR PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal

ATTACHMENT A
CS 25132 – JN 87256C
I-475 from the North end of the barrier wall to I-75
Mt. Morris Township, Genesee County

SCOPE OF WORK FOR DRAINAGE STUDY

The Vendor is to conduct a site investigation of the drainage within the limits of the project. The purpose of this study is to determine where hydraulic analyses and/or surveys are required. If further hydraulic analyses and/or surveys are required, then MDOT will issue a separate authorization for those services.

Work Steps:

1. Prepare a typed report summarizing the drainage affected by the project. For every culvert carrying natural drainage within the MDOT Right-of-Way, provide the following information:
 - a. Stream name
 - b. Exact location of the culvert, including Section, Town, Range, and Township
 - c. Size, type, and condition of culvert
 - d. Any evidence of scour or erosion
 - e. Any evidence that the structure is undersized
 - f. Any county drains
 - g. Photographs of the upstream face, downstream face, looking upstream, and looking downstream, as well as any drainage structures, buildings, or farmland that may affect or be affected by the culvert
 - h. Drainage area, including delineation on a USGS quadrangle map (or local contour map, if more up-to-date)
 - i. Type of work proposed, including existing and proposed lengths
2. The report must include any other effects on the drainage; for example, a raise in road grade or widening.
3. Submit the drainage study to the MDOT Project Manager for review and approval by the Design Engineer - Hydraulics/Hydrology.

4. Receive any items returned by the MDOT Project Manager as incomplete or deficient.
5. Make necessary changes and resubmit the incomplete items, including a written response to all comments.

ATTACHMENT B
CS 25132 – JN 87256C
I-475 from the North end of the barrier wall to I-75
Mt. Morris Township, Genesee County

MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

Control Section 00000
Job Number 00000C
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

Structure Number - Control Section - Job Number
Route, Location Description
Design Schedule as of 00/00/00

**LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN
SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.**

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual Start Dates	(Anticipated) or Actual Finish Dates	Task	Task Description
00/00/00	00/00/00	00/00/00	00/00/00	??	Initial project meeting.
00/00/00	00/00/00	00/00/00	00/00/00	3330	Conduct Design Survey
00/00/00	00/00/00	00/00/00	00/00/00	3360	Prepare Base Plans
00/00/00	00/00/00	00/00/00	00/00/00		Submit Base Plans
00/00/00	00/00/00	00/00/00	00/00/00	3580	Develop Preliminary Plans
00/00/00	00/00/00	00/00/00	00/00/00	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	00/00/00	00/00/00	00/00/00	3540	Develop Construction Zone Traffic Control Plan
00/00/00	(00/00/00)	00/00/00	00/00/00	3550	Develop Preliminary Traffic Operations Plan
00/00/00	(00/00/00)	00/00/00	00/00/00	3351	Review & Submit of Preliminary Right-Of-Way Plans
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of The Plan Review Package
00/00/00	(00/00/00)	00/00/00	00/00/00		Completion of the Plan Review Meeting
00/00/00	(00/00/00)	00/00/00	00/00/00	3840	Develop Final Plans and Specifications
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of final plans/proposal package to MDOT for final review.
00/00/00	00/00/00	00/00/00	00/00/00	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	00/00/00	00/00/00	00/00/00		Vendor's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
00/00/00	00/00/00	00/00/00	00/00/00		Final Deliverables to MDOT

SAMPLE

Control Section 12345
Job Number 11111C
Structure Number S02
Date 07/31/95

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
 - 1. During the last month we completed the Final Right of Way plans and submitted them to Thomas Nelson, Jr. on 05/01/99.
- B. Anticipated work items for the upcoming month.
 - 1. Submit the Preliminary Plans and related material on 03/11/99.
 - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 03/12/99.
- C. Real or anticipated problems on the project.
 - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
 - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
 - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
 - 1. Discussed bridge and ramp geometries with Tom Myers of MDOT Traffic and Safety Division on 07-24-95.

SN: S02 - CS: 12345 - JN: 11111C
M-111, from There Village Limits to north of That Road
Design Schedule as of 07/31/95

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual Start Dates	(Anticipated) or Actual Finish Dates	Task	Task Description
01/12/95	01/12/95	01/12/95	01/12/95 ??		Initial project meeting.
01/29/95	01/29/95	01/30/95	01/30/95 3330		Conduct Design Survey.
02/17/95	04/10/95	02/17/95	04/20/95 3360		Prepare Base Plans.
02/29/95	02/29/95	02/29/95	02/29/95 3390		Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	03/12/95	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	03/25/95	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting

VERBAL CONTACT RECORD

Control Section 12345

Job Number 11111C

Structure Number S02

Date 07/31/95

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.

ATTACHMENT C
CS 25132 – JN 87256C
I-475 from the North end of the barrier wall to I-75
Mt. Morris Township, Genesee County

P P/PMS Task Combined Manual

The MDOT P/PMS **Combined Task Manual** is now listed on the MDOT Bulletin Board System, and can be found under the PPMS library. An index of the latest version of the task descriptions, along with any revisions, will be included as part of this authorization.

Vendors are still encouraged to review and provide comment on the draft pages from the MDOT P/PMS **Combined Task Manual**. Please send suggestions to:

Kathy Hulley
Operations and Contract Support - Supervising Engineer
Design Division
Michigan Department of Transportation
425 West Ottawa
P.O. Box 30050
Lansing, MI 48909

P/PMS TASK - INDEX - VERSION 2 rev 2
ISSUED 9/29/2000

P/PMS TASK	CURRENT DATE	LATEST REVISION DATE
3120 - CONDUCT STRUCTURE DECK CONDITION SURVEY	07/29/99	
3330 - CONDUCT DESIGN SURVEY	07/29/99	
3340 - CONDUCT STRUCTURE SURVEY	07/29/99	
3350 - CONDUCT HYDRAULICS SURVEY	07/29/99	
3360 - PREPARE BASE PLANS	06/22/99	
3361 - REVIEW AND SUBMIT PRELIMINARY RIGHT OF WAY (PROW) PLANS	07/16/99	
3370 - PREPARE STRUCTURE STUDY	06/16/99	
3380 - REVIEW BASE PLANS	06/29/99	
3390 - DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS	07/16/99	
3510 - PERFORM ROADWAY GEOTECHNICAL INVESTIGATION	07/29/99	
3520 - CONDUCT HYDROLOGIC, HYDRAULIC AND SCOUR ANALYSES	08/29/00	revised per P. Schriener
3530 - CONDUCT FOUNDATION STRUCTURE INVESTIGATION	07/16/99	
3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN	07/16/99	
3551 - DEVELOP/REVIEW PRELIMINARY TRAFFIC SIGNALS PLAN	07/16/99	added to index 1/5/2000
3552 - DEVELOP PRELIMINARY PERMANENT PAVEMENT MARKING PLAN	07/16/99	
3553 - DEVELOP PRELIMINARY NON - FREEWAY SIGNING PLAN	07/16/99	
3554 - DEVELOP PRELIMINARY FREEWAY SIGNING PLAN	07/16/99	
3570 - PREPARE PRELIMINARY STRUCTURE PLANS	07/16/99	
3580 - DEVELOP PRELIMINARY PLANS	06/30/99	

P/PMS TASK	CURRENT DATE	LATEST REVISION DATE
3581 - FINAL RIGHT-OF-WAY PLANS	07/16/99	
3590 - REVIEW PRELIMINARY PLANS	06/29/99	
3670 - DEVELOP MUNICIPAL UTILITY PLANS	06/30/99	
3675 - DEVELOP ELECTRICAL PLANS	07/01/99	
3710 - DEVELOP REQUIRED MITIGATION (FOR INFORMATION ONLY, THIS IS NOT A VENDOR TASK)	07/16/99	
3720 - SUBMIT ENVIRONMENTAL PERMIT APPLICATIONS (FOR INFORMATION ONLY, THIS IS NOT A VENDOR TASK)	07/16/99	
3821 - COMPLETE/REVIEW TRAFFIC SIGNAL PLANS	07/16/99	
3822 - COMPLETE PERMANENT PAVEMENT MARKING PLAN	07/16/99	
3823 - COMPLETE NON-FREEWAY SIGNING PLAN	07/16/99	
3824 - COMPLETE FREEWAY SIGNING PLAN	07/16/99	
3830 - COMPLETE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN	06/22/99	
3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS	07/02/99	
3850 - DEVELOP STRUCTURE FINAL PLANS AND SPECIFICATIONS	07/29/99	
3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING	07/13/99	
4120 - OBTAIN PRELIMINARY TITLE COMMITMENTS	06/29/99	
4130 - PREPARE MARKED FINAL R.O.W. PLANS	06/29/99	
4140 - PREPARE PROPERTY LEGAL INSTRUMENTS	06/29/99	
5010 - CONSTRUCTION PHASE ENGINEERING ASSISTANCE	07/29/99	